

## **TERMS AND CONDITIONS OF ENROLMENT FOR CLASSES AND WORKSHOPS**

### **AT KARLUP CERAMICS STUDIO**

#### **Concessions and Discounts:**

Discounts on classes and demonstrations are available only to South of the River Potters' Club (SORPC) members, do not extend to family members and are not transferable.

#### **Credit Policy and Course Cancellations:**

- It is your responsibility to add course registrations to your calendar. Missed courses/classes will not be refunded.
- All courses are liable to cancellation if registration numbers are insufficient. Enrolled participants will be notified and offered refund.
- To secure your place, payment must be made in full upon enrolment.
- Pro-rata payments are not permitted if the participant cannot attend all sessions.
- A refund will be issued when:
  - A course is cancelled by SORPC
  - A course is re-scheduled and you are unable to attend on the new date
  - We are notified, prior to the start of the course, that medical reasons necessitate your withdrawal. A medical certificate will be required to substantiate the withdrawal.
- No substitute classes or refunds will be offered if:
  - You withdraw on or after the course start date
  - You are absent from a class
  - The advertised tutor is replaced due to unforeseen circumstances
- No refunds or substitute classes will be offered if:
  - You withdraw four (4) or fewer days prior to the course start date without supporting medical documentation.
  - You withdraw on or after the course start date.
  - You are absent from a class.
  - The advertised tutor is replaced

#### **Duty of Care:**

Parents enrolling children aged 5-12 years in any ceramics classes are required to inform SORPC of potential health issues and names of adults who will be bringing children to class and picking them up afterwards.

#### **Marketing and Photography:**

Photographs of class activities may be taken for promotional, marketing and SORPC archive purposes. If you do not wish to be included in these photographs, please notify the tutor and your privacy will be respected.

#### **Privacy Policy:**

No personal information will be disclosed outside SORPC without your express consent, except where required by law.